

AUGUST OPPORTUNITIES



Wed 8/14 OR Tues 8/27
9 am-Noon

Tues 8/20
9 am-Noon

EASY BREEZY PROFESSIONAL WRITING



FROM 3-RING TO RESULTS



Too much to do? Too little time?
Feel like you are walking on a
tightrope? Or about to have your
head bitten off by a lion?

This workshop is for you!
Learn habits to help you become more
effective & to improve
work-life balance.

Need to brush up on how to write a newsletter?
Not sure how to compose a formal report?
Do you sometimes use the wrong word?
Are your emails misunderstood?

Gain tips on how to make your writing at work
easily understood & less complicated.

Limited Space! Registration Required
RSVP to Outlook Invitation
Classes provided by OLAO